



Township of South Frontenac Job Description

Title: Planner
Department: Development Services
Reports to: Manager of Planning

Summary:

The Planner receives inquiries and processes a variety of applications under the Planning Act including minor variance, consent, zoning by-law amendment and site plan control. The Planner provides professional planning opinions, advice, direction and information to staff, members of Committee of Adjustment and Council, and members of the public. The Planner attends Council and Committee of Adjustment meetings to deliver reports and answer questions of Council/Committee members and the public.

Duties & Responsibilities:

Planning

- Working in a collaborative, professional team environment, interprets and provides advice on the Township's Official Plan, Zoning By-law, the Planning Act, and other planning related legislation.
- Works with minimal supervision, examining, analyzing, and evaluating a wide range of development applications including but not limited to plans of subdivision, plans of condominium, Official Plan and Zoning by-law amendments, site plan applications, part lot control exemptions, as well as Committee of Adjustment applications (variances and consents).
- Works closely with the Chief Building Official, Building Inspectors and Public Services staff to ensure planning applications meet Township development standards.
- Prepares reports, by-laws, and presentations to Council and Committee of Adjustment.
- Conducts pre-consultation meetings on planning applications, providing general information to potential applicants of the policies stated within the Official Plan and Zoning By-law, and providing feedback on development scenarios based on the policy framework in place at the Township.
- Assembles and analyzes information and prepares recommendations regarding planning applications.
- Undertakes site inspections, research in relation to file, mapping and related literature, and prepares reports including recommended course of action.
- Provides professional planning opinion to Council and Committee of Adjustment and appears before the Ontario Land Tribunal on behalf of the Township, as necessary.

- Provides support to other Township committees including Heritage Committee and Lake Ecosystem Committee, as needed.
- Assists with the preparation of site plan, pre-servicing, subdivision, and development agreements.
- Has knowledge of current planning issues, legislation, understanding of the Planning Act, and has strong oral and written communication skills.
- Contributes to continuous improvement projects and undertakes Special Projects within the Department as assigned.
- Carries out Official Plan mapping in collaboration with Manager of Planning.
- Works directly with GIS staff to prepare maps for public meeting notices, reports, agencies and the public, and uses Web GIS.

Additional Duties

- Perform any other duties as may be assigned by the Manager of Planning, Director of Development Services or CAO.

Supervision:

- Works under the general supervision of the Manager of Planning.

Qualifications:

- A degree from a recognized University preferably in land use planning, geography, or a related discipline. Equivalent combination of planning experience and education will be considered.
- Full membership, or eligible for full membership, in the Canadian Institute of Planners (CIP) and Ontario Professional Planners Institute (OPPI) (i.e. a Registered Professional Planner (RPP) in good standing).
- Three to five (3-5) years of related experience, preferably in a municipal planning setting.
- Excellent knowledge of the Planning Act, Municipal Act and other relevant municipal legislation is essential.
- Strong decision-making, organizational and time management skills.
- Excellent written and oral communication skills, with the ability to present information to groups in a concise, easily understood format.
- Experience using a variety of software to prepare reports, presentations, process applications and circulate planning.
- Knowledge of Geographic Information Systems (GIS), and experience using Web GIS.
- Proven ability to multitask and proactively manage competing priorities, with organizational skills necessary to excel in a fast-paced environment with changing priorities and levels of complexity.
- Strong interpersonal skills for dealing with members of Council and the Committee of Adjustment, and the public individually and in meeting settings.
- Valid G license and access to a reliable vehicle for work-related travel.

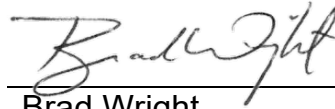
Other:

- This is a Full-time non-union position based on a 40-hour work week. Some flexibility throughout the year will be required.
- Compensation is in accordance with the Salary Schedule adopted by Council and amended from time to time.
- Benefits are in accordance with Township policies.
- A 12-month probationary period is required.

Approved:



Louise Fragnito
Chief Administrative Officer



Brad Wright
Director of Development Services

Date Approved: December 3, 2024